



CAREER EXECUTIVE ASSIGNMENT



EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

EXAMINATION ANNOUNCEMENT

DEPARTMENT: CALIFORNIA DEPARTMENT OF FISH AND GAME (DFG)

POSITION TITLE: ASSISTANT DEPUTY DIRECTOR, ADMINISTRATION, CEA 1

LOCATION: SACRAMENTO

SALARY: \$5,282 - \$6,707

FINAL FILING DATE: EXTENDED UNTIL SEPTEMBER 8, 2000

MAJOR DUTIES AND RESPONSIBILITIES:

The ASSISTANT DEPUTY DIRECTOR, ADMINISTRATION, under the general direction of the Deputy Director, Administration, directs the statewide operation of DFG’s Fiscal and Administrative Services, Budget, and License and Revenue Branches; develops and administers all aspects of DFG’s fiscal policies and procedures. The Assistant Deputy Director will:

- ! Provide direction to the Directorate and the Deputy Director, Administration, on policies impacting the administrative functions of accounting, budgets, business services, contracts, fiscal systems, and licensing; provide day-to-day policy decisions on operating procedures, implementation of programs and management techniques impacting the fiscal direction of DFG.
- ! Provide guidance, training and direction to departmental management on a variety of fiscal issues and establish standards to ensure that managers are fiscally responsible.
- ! Represent the DFG before the Legislative Analyst’s Office, Legislative Consultants and the Department of Finance.
- ! May serve in the absence of the Deputy Director, Administration, with regards to policy decisions and administrative operations.
- ! Promote commitment to a shared vision for the DFG.
- ! Achieve the goals and objectives of the DFG’s strategic plan.

MINIMUM QUALIFICATIONS:

Applicants must meet the following qualifications:

- Either 1** Must be a civil service employee with permanent civil service status.
- Or II** Must be employed by the Legislature for two or more consecutive years as defined in Government Code Section 18990.
- Or III** Must be employed by the Executive Branch for at least two consecutive years in a non-elected status as defined in Government Code Section 18992.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN CIVIL SERVANTS.

MINIMUM QUALIFICATIONS CONTINUED:

Applicants must have the ability to perform high administrative and policy influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledges and abilities:

KNOWLEDGE OF:

The organization and functions of California State Government including that of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management; equal employment opportunity and anti-discrimination programs.

ABILITY TO:

Plan, organize and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the DFG's equal employment opportunity objectives.

These knowledges and abilities are expected to be obtained from the following kinds of experience:

Supervisory/administrative experience in a line or staff activity, including execution and/or evaluation of program policies.

(The above experience may have been paid or volunteer; in State service, other government settings, or in a private organization.)

DESIRABLE QUALIFICATIONS:

Licensing experience and demonstrated high level of technical and detailed experience in the State's financial and fiscal management, budget, and accounting process. Knowledge of the State's fiscal process; DFG programs, policies, procedures, and overall mission; and team building. Ability to effectively respond to unforeseen circumstances; make sound fiscal decisions; build effective teams; and use creative and innovative ideas to produce quality work products.

EXAMINATION INFORMATION:

The examination will consist of a preliminary application screening process with interviews conducted, if necessary, for those applicants having the most desirable qualifications for the position. The minimum and desirable qualifications announced in this bulletin will be used as competitive rating standards. Applicants should prepare their applications to include specific information regarding their experience applicable to these standards.

The results of this examination may be used to fill subsequent vacancies in this position within the next 12 months. However, the DFG may elect to consider new applicants in addition to those previously screened.

FILING APPLICATIONS:

Applicants should file a standard state application (Form 678) with the Department of Fish and Game, Human Resources Branch, Attention Rona Murray, 1416 Ninth Street, Room 1217, Sacramento, CA 95814, prior to the close of business on September 8, 2000. Questions should be directed to Rona Murray at (916) 653-9073 or CALNET 8-453-9073.